

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK**



PUBLIC NOTICE

DATE: October 28, 2002

SUBJECT: After-Hours Emergency Filing Procedures

To adequately serve the needs of the members of the bar and provide a means for after-hours emergency filing, the Clerk's office of the U. S. Bankruptcy Court for the Northern District of Texas has instituted emergency after-hours filing procedures for its divisions as outlined below.

The Bankruptcy Court for the Northern District of Texas has defined an after-hours emergency filing as a new petition that cannot be delayed until the next business day during normal operating hours of the Clerk's office.

To initiate an after-hours emergency filing, the individual filing the petition must dial the correct pager number:

Dallas (including Wichita Falls)	214-512-7474
Fort Worth	214-344-8225
Lubbock (including Amarillo, San Angelo, and Abilene)	214-512-3301

When making the page, the customer must enter a phone number where they can be contacted in order to receive an immediate call-back. The clerk responsible for monitoring the pager will promptly answer the page. After speaking with the customer, the clerk will determine if the filing meets the necessary requirements to be considered an emergency, and if so, arrangements will be made to make the filing at a location convenient to both parties. This location may or may not be at the Clerk's office. Necessary fees will be collected at time of filing.